CES Youth Programs Reimbursement & Expense Form

Please submit this form immediately after returning from travel. **Mail to: Reimbursements, 206 HCEB, Provo, UT 84602**

Name (Full Name)
Session/Location
Dates (MO/DAY/YR)
Position Held:
Address Check Mailed to:

DIRECTIONS
MEALS: **Teachers -** For the meals section, just check the boxes indicating Breakfast, Lunch, or Dinner. We will fill in the total per diem amount. You do not need to attach food receipts. **Session Directors -** Where a meal is not provided, you will need to check the boxes indicating Breakfast, Lunch, or Dinner.
MILEAGE: Please include the miles each way, and not just the roundtrip.
JP Morgan Charges: Your JP Morgan Card should be used for Hotels, Rental Cars, Gas, Airport parking, Driving fees, etc. **Do not use this card for food or supplies!**
OTHER: Any reimbursements besides meals and mileage will only be reimbursed if approved by an administrator.

For Office Use Only:	
Account #	
Net ID:	
Date Submitted:	
Total Personal Reimbursement:	$
Total JP Morgan charges:	$
☐ **Department Administrator has reviewed receipts**	

Reimbursements

DAY	DATE	Meals	Mileage
Saturday		B	Miles:
		L	x .50/mile
		D	Total:
Sunday		B	Miles:
		L	x .50/mile
		D	Total:
Monday		B	Miles:
		L	x .50/mile
		D	Total:
Tuesday		B	Miles:
		L	x .50/mile
		D	Total:
Wednesday		B	Miles:
		L	x .50/mile
		D	Total:
Thursday		B	Miles:
		L	x .50/mile
		D	Total:
Friday		B	Miles:
		L	x .50/mile
		D	Total:
Saturday		B	Miles:
		L	x .50/mile
		D	Total:
Total mileage:			$

Other Reimbursements

RECEIPTS MUST BE ATTACHED!

DATE	Reason	Location	Amount
			$
			$
			$
			$
			$
Total Other:			$

Charges: JP Morgan Purchasing Card

RECEIPTS MUST BE ATTACHED!

DATE	Expense Category	Location	Amount
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
Total JP Morgan Charges:			$

Faculty Signature

CES Department Signature

Dept. Originator